

HOUSING AUTHORITY OF THE TOWN OF MANSFIELD

REGULAR MEETING MINUTES

Housing Authority Office

January 21, 2016

9:30 a.m.

Attendance: Mr. Long, Chairman; Mr. Simonsen, Vice Chairman; Mr. Eddy, Secretary and Treasurer; Ms. Hall, Assistant Treasurer; Mr. Hundt, Commissioner; Ms. Fields, Executive Director and guests Kathy Ward and Lida Bilkur

The meeting was called to order at 9:32 a.m. by the Chairman.

MINUTES

The Chairman declared, without objection, the acceptance of the minutes of the December 16, 2015 Regular Meeting.

COMMENTS FROM THE PUBLIC

None

COMMUNICATIONS

Ms. Fields reminded the Board that the Connecticut Freedom of Information Commission is presenting an informational session tonight from 5:30 – 6:30 in Council Chambers.

REPORTS OF THE DIRECTOR

Bills

The Chairman declared, without objection, the acceptance of the December bills.

Financial Reports –A (General)

The Chairman declared, without objection, the acceptance of the November Financial Reports.

Financial Report-B (Section 8 Statistical Report)

The Chairman declared, without objection, the acceptance of the December Section 8 Statistical Report.

REPORT FROM TENANT REPRESENTATIVE

General Reports

None

COMMITTEE REPORTS

None

UNFINISHED BUSINESS

Holinko Development

Conference Meeting with the Mansfield Housing Authority Board

In an effort to create more affordable housing in Mansfield, a conference was held with the Mansfield Nonprofit Housing Development Corporation (MHHDC) on January 6, 2016 to discuss the possible transfer, via a Ground Lease Agreement, of Holinko Estates to a single entity Limited Liability Company (LLC). The most significant reason for the transfer is to gain greater access to financing options for which the Housing Authority, as a quasi-governmental agency, is prohibited from using.

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to approve the Option to Lease to MHHDC or a single entity corporation created by MHHDC and moving forward the required document preparation. Motion approved unanimously.

Connecticut Urban Legal Initiative, Inc. Legal documents will need to be created to facilitate the transfer of Holinko Estates. Ms. Fields requested that the Board approve the Engagement Letter dated December 21, 2015 with Connecticut Urban Legal Initiative, Inc. for legal services in connection with this transaction.

A motion was made by Mr. Eddy and seconded by Mr. Simonsen to approve the Engagement Letter dated December 21, 2015 as noted above. Motion approved unanimously.

Dorgan Architecture and Planning Contract

Ms. Fields received a contract from Dorgan Architecture and Planning for the Holinko Phase II project and some initial renovation sketches for the existing buildings. The total contract amount is \$27,800. Ms. Fields confirmed that the architectural services will be required to go to bid once the project is approved.

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to approve the Dorgan Architecture contract in the amount of \$27,800 for the design of the Holinko Estates Phase II and initial sketches for the existing buildings. Motion Approved unanimously.

Green Bank Loan

Women's has applied for funds at the Green Bank and they are recommending a loan in the amount of \$27,150 to cover expenses related to the energy consultant, a hazmat assessment and some of Women's consulting fees.

Development Coordinator Position

Ms. Demers declined the offer of employment. After further review of applications, and an interview with Ms. Hannah Rudd, Ms. Fields would like to offer employment to her at this time.

A motion was made by Mr. Eddy and seconded by Ms. Hall for an offer to be made to Ms. Rudd. Motion passed. Mr. Simonsen recused himself.

Maintenance Driveway Letter

At Mr. Eddy's requested this item has been deferred.

Wrights Village Pet Policy

At Ms. Fields request, this item has been deferred.

NEW BUSINESS

Town Committee Participation

In previous years, Mr. Eddy has attended the meetings of the Human Services Advisory Committee and reported back to the Board. Since the meetings are infrequent, he believes it will have little advisory capacity and has chosen not to attend. Minutes from the meetings can be viewed online.

A motion was made by Mr. Eddy and seconded by Ms. Hall for the Housing Authority to withdraw from the Human Services Advisory Committee and regarding the Commission on Aging, endorse Mr. Adamcik, as the representative of Wright's Village. Motion approved unanimously.

Gazebo Placement – Wright's Village

Mr. Eddy suggested that this time be used to plan the gazebo placement for Spring construction. He suggested that the clothes line enclosure between next to 403 and behind 504 be dismantled and a gazebo be constructed in that area. Ms. Fields agreed to send out a letter with a map showing the proposed location to the Wright's Village residents and request comments.

Snow Removal Help

Ms. Fields was asked if this year, the Housing Authority could pay a youth who has been volunteering with snow removal in the past. The person is a youth (16 years of age) and not part of a company or a contractor. Our liability carrier stated that they would respond to a loss in the same manner it would for a permanent employee. If he were injured, worker's compensation would have to respond. Currently the youth would not be covered on the policy. An endorsement would have to be purchased.

After discussion, it was determined that the youth could continue to help, but only on a volunteer basis due to workman's compensation issues, and could not use any of the snow blowing equipment which could result in injury.

MEETING DATE REVIEW

The next meeting is scheduled on February 18, 2016 at 10:00 a.m.

OTHER BUSINESS

ADJOURNMENT

The Chairman declared the meeting adjourned at 11:08 a.m. without objection.

Dexter Eddy, Secretary

Approved:

Richard Long, Chairman